



# TOURNAMENT APPLICATION CHECKLIST

\_\_\_\_\_ *DATE RECEIVED BY SECTION DIRECTOR* \_\_\_\_\_ *DATE FORWARDED TO AYSO NATIONAL OFFICE*

**Note:** Submit **2 Copies** of the Application **a Minimum of 3 months prior to date of tournament.**

## **1. Tournament Authorization Form**

- Hosting RC(s) signature(s)
- Area Director signature

## **2. Tournament Invitation**

- General Information*
- Tournament Purpose*
- Dates
- Scope: \_\_\_Area \_\_\_Sectional \_\_\_AYSO Invitational \_\_\_Open
- Divisions
- Location of Fields
- Registration Fee
- Referee Deposit
- Minimum 3 Games Guaranteed (Unless Team Forfeits or Other Unforeseen events)
- No. of Games for Full Referee Team Refund
- Region Account Preference
- Refund Policy: *Tournament cancelled full refund*
- Awards Explained
- Use of Proceeds Explained
- Provision for Medical Emergencies (EMTs, Ambulance on site, etc.)

### Team Application

- Team & Coach Info \_\_\_Team Contact \_\_\_Team Rating

### Referee Team Form

- Referee Info
- Badge
- Level of Match
- Ref. Administrator Approval

### Team Roster Form

- Region Info
- Player Id No.
- Player Info
- RC(s) Signature(s)
- Tee Shirt Order Form
- Tournament Talk Listing Information*

## **3. Tournament Budget**

- Last year's Income Statement (Actual)
- This Year's Budget
- Planned use of Proceeds
- Adequate Breakdown of Financials
- Uses Region NAP Account



#### 4. **Tournament Organization**

- Tournament Director
  - Address
  - E-mail
  - Phone Number
- Tournament Registrar
  - Address
  - E-mail
  - Phone No.
- Tournament Treasurer
  - Phone No.
- Tournament Referee Administrator
  - E-mail
  - Phone Number
  - Scheduler
  - Field Coordinator

#### 5. **Tournament Rules**

- No. of Guest Players Allowed
- Registered AYSO Players
- Registered Club Players if Open Tournament
- AYSO Season Defined
- Defers to Section & National Rules
- Proper AYSO / Club Uniform
- No Long Nails, Jewelry
- Co-ed Teams Allowed?           What Divisions? \_\_\_\_\_
- Qtr Subs in U10 thru U14
- Qtr Subs In U16 & U19
- Free Subs in U16 & U19
- Playing Time Monitored By Tournament Staff
- Using Eighths
- Other
- Tournament Game Format
- Game Length
- Overtime/Shootouts Explained
- Advancement to Finals Explained
- Tie Breaker System Explained
- Sportsmanship Competition
- Sportsmanship Affects Standings
- Point System Explained
- Disciplinary Actions Explained

#### 6. **Referee Plan**

- Role of Local Refs Explained
- 3 Referee System for All Games
- Proper Ref Attire Required
- Referee Competency Requirements
- Min. Ref. Qualifications For U16 & U19 Games
- Refund Requirements Explained
- Partial Refunds Given
- Referee Refunds within 14 days

